

GLORY LUTHERAN CHURCH

Leaves

POLICY

The Congregational Council recognizes that employees may require leaves of absence for personal or professional reasons.

GUIDELINES

1. When approving leaves of absence, the effect on the congregation and continuity of services shall be the first consideration.
2. The employee shall discuss any leave as far in advance as possible with their Human Resources Committee representative.
3. Leave requests requiring the approval of Council shall be made in writing to the Chair of the Human Resources Committee.
4. Employees granted a leave of absence of one month or more (including maternity or parental leave) will have their Performance Review Date for evaluation and increment purposes changed, determined by the length of the absence.

COMPASSIONATE LEAVE

A Permanent full-time or part-time employee, not on leave of absence, vacation leave, or sick leave, will be granted compassionate leave at their basic rate of pay in the following circumstances:

- a) A maximum of three (3) consecutive working days in the event of a death of an immediate family member. Immediate family is defined as spouse, child, parent, brother, sister, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or grandchild. Special consideration will also be given to any other person whose association with the employee was similar to any of the aforementioned relationships.
- b) Compassionate leave may be extended by up to two (2) days if significant travel is required to attend a funeral for an immediate family member.

Employees should notify their supervisors immediately. Employees may request unpaid leave of absence or request to use available vacation time if extended leave is required.

The Congregational Council of Glory Lutheran Church may approve extensions of Compassionate Leave.

MATERNITY, PARENTAL, OR ADOPTION LEAVE

Maternity, Parental, or Adoption leaves shall be granted in accordance with the provisions of the Employment Standards Code of Alberta.

LEGAL PROCEEDINGS LEAVE

Permanent full-time or part-time employees who are summoned for jury duty will be given time off as needed. Employees shall be compensated with full wages for the days they would normally have worked, for a period of up to two weeks, provided monies received for such jury duty are paid to Glory Lutheran Church. If an employee is required to serve jury duty beyond the period of paid jury duty leave, they may use available vacation time or may request an unpaid leave of absence. Employees must show the jury duty summons to their Human Resources Committee representative or designated alternate as soon as possible so that arrangements can be made to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Time off for other mandatory court appearances will be granted, without pay. The employee must inform their Human Resources Committee representative or designated alternate as soon as possible of the needed time off. Church Council, may, at its discretion, approve payment for the time off, dependent on the situation.

LEAVE OF ABSENCE

A leave of absence is any leave not covered above. It may be granted:

- a) Where the request for a leave is submitted in writing to the Human Resources Committee and includes information regarding the purpose of the leave, the duration of the leave, and the expected date of return to work;
- b) For reasons acceptable to the Human Resources Committee;
- c) If approved by the Congregational Council of Glory Lutheran Church upon the recommendation of the Human Resources Committee;
- d) On a without pay or benefits basis.